



LOS ANGELES COUNTY COMMISSION ON HIV

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OPERATIONS COMMITTEE MEETING MINUTES

April 27, 2015

Approved
6/3/2015

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Joseph Green, <i>Co-Chair</i>	Douglas Lantis, MBA	Kevin Donnelly	Dawn McClendon
AJ King, MPH, <i>Co-Chair</i>	Terry Smith, MPA/Traci Bivens-Davis	Bradley Land	Jane Nachazel
Ted Liso	Terrell Winder	Kevin Stalter	Nicole Werner
José Munõz			
Ricky Rosales			
		DHSP STAFF	
		None	

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- 1) **Agenda:** Operations Committee Meeting Agenda, 4/27/2015
- 2) **Minutes:** Operations Committee Meeting Minutes, 3/23/2015
- 3) **Application:** Commission Membership Application, 4/23/2015
- 4) **Scoring Form:** Commissioner Application Evaluation/Scoring Form, 4/23/2015
- 5) **Interview Questions:** Interview Questions for New and Renewal Member Applicants to the Commission on HIV, 4/23/2015
- 6) **Interview Questions:** Interview Questions for New and Renewal Member Applicants to the Commission on HIV, with track changes, 4/23/2015
- 7) **Memorandum:** FY 2015 and 2016 Assessment of Administrative Mechanism (AAM), 4/27/2015
- 8) **Scope of Work:** FY 2015 and 2016 Assessment of Administrative Mechanism (AAM)/Scope of Work (SOW), 4/27/2015
- 9) **Work Plan:** Operations Committee Work Plan, 4/27/2015

1. **CALL TO ORDER:** Mr. King called the meeting to order at 10:10 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 3/23/2015 Operations Committee meeting minutes with Item 8, Bullet 3 revised from "review the Scope of Work" to "develop the Scope of Work" (*Passed by Consensus*).
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** There were no comments.
6. **CO-CHAIRS' REPORT:**
 - A. **COI Form 700 Update:**
 - Mr. Green noted Commission members must complete this statement of economic interests and submit it to the County annually as well as when they apply and leave. Ms. Werner compiled a list of those needing to submit forms.
 - Submission of Form 700s is mandatory for those serving on Brown Act covered bodies. Significant daily fines can be imposed both initially at the County level and ultimately at the state level for noncompliance.

7. MEMBERSHIP MANAGEMENT:

A. Membership Drive - Cohort #2:

1) Revised Application and Interview Questions:

- Mr. Green reported the Membership Work Group met the prior week to revise interview questions, scoring sheets and the application. Results were emailed 4/24/2015 for review by Operations as well as Kyle Baker, Al Ballesteros and Mr. Land. Michael Johnson requested including DHSP and Board representatives on membership matters.
- Initial Work Group members were Messrs. Green, Lantis, Winder and Ms. Werner. Mr. Lantis later went on leave consequent to a new position. Additional input was then received from Commission Co-Chairs Messrs. Johnson and Rosales; Board representatives Al Ballesteros, Mr. Land and Will Watts; and DHSP representative Kyle Baker.
- Application changes included deleting Frequently Asked Questions since questions were rare, updating references to reflect the new Supervisors, correcting typographical errors and adding a "no" box to the public disclosure of HIV status question to clarify options. There were few revisions to the application itself.
- Interview Questions were based on prior Operations discussions. Kyle Baker, DHSP, also emailed suggestions.
- On the scoring form, Demographic Representation was revised from 15 points for targeted populations and 5 points for PLWH to 5 points for each. Three subcategories were added to the Interview section to align with Interview Questions: Planning Contributions, Pressing Needs and Barriers.
- Mr. King suggested a larger conversation on the Commission's need to reflect the most disproportionately impacted populations beyond HRSA's demographic categories. It was agreed to target youth and trans women.
- Ms. Werner noted Edd Cockrell was now with AIDS Healthcare Foundation so was no longer unaffiliated. He is Alternate to Ted Liso, Unaffiliated Consumer, At-Large #1. Ms. Nachazel added alternates were first considered to support for HIV+ members and a means for people to develop skills while reflecting the full seat's population. Recent emphasis has shifted to seating desired persons regardless of population, but there has been no decision on how to balance goals. It was agreed too many moves would be needed now to conform alternates to full seats.
- ➡ Accept Interview Questions with Mr. Baker's revisions. Also revise Question 4 to, "In Los Angeles County, what are the most pressing issues in HIV from your perspective?" and move to Question 2 with others moved down.
- ➡ Accept revised Scoring Form with addition of youth to Demographic Representation, targeted populations, and revision of "transgender" to "trans women." Targeted populations will be reviewed during each process.
- ➡ Agreed alternates need not fully reflect full seat requirements at this time subject to future review.
- ➡ Mr. Green and Ms. Werner will finalize Open Nominations documents and disseminate application by 5/1/2015.
- ➡ Rob Lester has been developing a simplified and writable PDF application. The application draft will not be ready in time for review for the current process, but can be reviewed for next year's Open Nominations process.

2) Membership Drive Timeline:

- Mr. Green reported the Work Group recommended releasing the application by the next Commission meeting with a 5/31/2015 deadline. Interviews could begin in May especially for Commission members applying to renew. Beginning interviews promptly should allow a slate to be presented to the Commission in June and seated in July.
- Ms. Werner noted there were two likely new applicants at this point. She added there was some confusion during the last process about whether those who had already completed the prior application could submit it or whether they needed to use the new one. There was general agreement both options should remain open.
- ➡ Open Nominations timeline: May, release application by 5/1/2015 with 5/31/2015 submission deadline; May/June, begin interviews in May for early June completion; June, present slate for Commission approval; July, seat slate.
- ➡ Open Nominations candidates who submitted the prior application may use that or complete the revised one.

8. TRAINING AND CAPACITY BUILDING:

- Mr. King reported the two Training and Capacity Work Group members besides himself were Mr. Lantis, currently on leave, and Jill Rotenberg, no longer on the Commission. New members were needed.
- ➡ Training/Orientation Work Group membership was revised. Members are: Messrs. King, Land, Liso and Stalter. Materials will be distributed to new members for review. Members met after Operations to schedule the next meeting.

A. New Member Orientation/Training:

- Mr. King noted originally Orientation was planned for May. That was delayed, but Mr. Green called all new Commission members to welcome them and answer questions. There was agreement to wait until the next slate was seated.

- Mr. Land felt the all-day, rather than the series of shorter sessions, was the most effective Orientation he had attended. It included participatory break-out groups addressing the various Committees and the Commission's Work Plan. It was especially helpful in facilitating interaction between more experienced and new Commission members.
- He noted the Planning, Priorities and Allocations Committee anticipated completing its main Priority-and Allocation-Setting work in time for Commission presentation in July so Orientation might be able to replace the August meeting.
- Mr. Rosales added the Executive Committee was discussing a Technical Assistance (TA) request to facilitate leadership team discussions and on general Commission issues. The latter might offer some Orientation assistance.
- Mr. Land said the Comprehensive HIV Planning (CHP) Task Force recommended TA to review the Commission's overall structure, its application and how Executive might function more effectively. Ms. Nachazel noted Operations approved a recommendation to Executive at its 3/25/2015 meeting to request HRSA TA for: 1. Leadership Development per HRSA's prior recommendation; and 2. Systems Restructuring, per the CHP Task Force's recommendation.
- ➡ Orientation will be scheduled after the next slate is seated, possibly instead of the August Commission meeting.

9. ASSESSMENT OF ADMINISTRATIVE MECHANISM (AAM):

A. AAM Vendor Solicitation:

- The purpose of the AAM is to assess how effectively and timely Commission allocations result in implemented services, identify challenges and develop recommendations to improve the process. Once accepted, the Commission tracks implementation of recommendations and reports progress in the annual Ryan White (RW) Part A application.
- HRSA requires an annual AAM, but the Commission was granted waivers to focus on health care landscape changes and integration of the body. The last AAM was in 2007. DHSP has used previous recommendations for the RW application.
- Ms. Werner reported no specific funds were allocated for the AAM, but the Commission's Operational Budget has sufficient funds. Dawn McClendon was to meet on the budget later in the week.
- Ms. Nachazel noted RFP applications that meet the minimum requirements will be scored by Operations. The selected applicant will meet with Operations to address any questions before initiating work, then provide the initial draft for Operations review and incorporation of input for the final report. Operations will monitor implementation of AAM recommendations and report on them for inclusion in the RW Part A application and Annual Report to the Board.

1) Scope of Work:

- Operations reviewed the AAM Scope of Work and cover memorandum needed to initiate the County solicitation process. It includes both a FY 2015 comprehensive assessment of the entire administrative mechanism function and a FY 2016 assessment of a specific topic drawn from the comprehensive assessment.

MOTION #3: (Liso/Munõz): Approve Assessment of the Administrative Mechanism (AAM) Scope of Work, as presented, to initiate vendor solicitation and forward to Executive Committee for review/approval (***Passed by Consensus***).

10. NEXT STEPS:

A. 2015 Operations Committee Work Plan:

- Operations reviewed the new Work Plan format for Operations' I. Ongoing and II. Specific Responsibilities.
- Mr. King suggested a focus on the current Open Nominations process, II.A.3. Membership Management, until done.
- After that, review of II.B. Policies and Procedures could resume on streamlining the format and documents.
- III. Training and Capacity Building includes Orientation work now underway. There has also been discussions on mentoring as a key component of Commission member development, but previous efforts have been unsuccessful.
- Mr. Liso previously proposed a new approach using a Mentor Coordinator to provide the mentors with support. Mentors have been assigned in the past, but that was not generally effective. Orientation could offer an opportunity for experienced and new Commission members to get to know each other, e.g., a modified "speed dating" activity could help members learn a little about each other. Mr. Liso suggested the morning Orientation session could focus on new Commission member basics with experienced members joining the group for lunch and staying for the afternoon.
- Mr. Munõz suggested Operations could assist new Commission members choose mentors during Orientation.
- ➡ The new Mentor Work Group will schedule a meeting to develop goals and a description of the mentorship program and report back at the May Operations meeting. Members are Messrs. Liso and Munõz. Mr. Liso also volunteered as the new Mentor Coordinator. Orientation may offer a mentor-new member matching opportunity.

B. Task/Assignment Recap: There were no additional items.

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C. Agenda Development for Next Meeting: There were no additional items.

11. ANNOUNCEMENTS: Executive will discuss scheduling Commission Co-Chair and Executive At-Large nominations later that day.

12. ADJOURNMENT: The meeting adjourned at 11:45 am.